**Competency Assessments**

**Project 6-1: Voter Turnout**

**You are a member of the Center City Board of Elections. You have been asked to create a presentation to deliver to the Board showing how turnout has varied in the city over the past four presidential elections. You can create a line chart to display this data clearly.**

**GET READY. LAUNCH** PowerPoint if it is not already running.

**1. OPEN** the ***Turnout*** presentation.

**2.** Go to slide 2, click the **Insert Chart** icon in the content placeholder, and then click **Line**. Click **OK** to accept the default subtype.

**3.** Starting in cell A1, type the following data in the Excel worksheet:

Year Turnout

1996 0.62

2000 0.74

2004 0.49

2008 0.40

**4.** Adjust the range border to include only the data you typed and then delete all extra data on the sheet.

**5.** Close the Excel worksheet.

**6.** Click **Layout 12** in the Chart Layout gallery.

**7.** Click **Style 36** in the Quick Style gallery.

**8.** Click the **legend** to select it, then press **Delete**.

**9.** Select one of the data points, then click **Data Labels** on the Chart Tools Layout tab. Click **Above**.

**10.** Right-click one of the data labels, then click **Format Data Labels**. Change the number format to **Percentage** with **0** decimal places.

**11. SAVE** the presentation as ***Turnout Final*** and **CLOSE** the file.

**LEAVE** PowerPoint open for use in the next project.

**Project 6-2: And the Results Are . . .**

**You are a project manager for Trey Research. You have been asked to create a slide show to present results of a survey you conducted on opinions about violence in the media. You saved your research results as an Excel file that you can use to create a chart in PowerPoint.**

**1. OPEN** the ***Survey*** presentation.

**2.** Go to slide 2, click the **Insert Chart** icon in the content placeholder, click **3D Clustered**

**Column**, and click **OK** to create the chart.

**3.** In Excel, open the ***Media*** workbook. Select the cell range **A3:C6** and click the **Copy** button on the Excel Home tab.

**4.** In Excel, display the chart worksheet. Click in cell **A1**, and click the **Paste** button on the Home tab.

**5.** Delete any unnecessary sample data in the worksheet, and make sure the range border surrounds the range A1:C4.

**6.** Close the Excel worksheet and the ***Media*** file.

**7.** On the chart in PowerPoint, right-click the **legend**, click **Format Legend**, and change the legend position to Bottom.

**8.** Change the fill colors of both series to two different colors of your choice using the Shape Fill palette.

**9.** Click a vertical axis label to select the axis, click the **Home** tab, click the **Font Size** box, and click **16** to change the font size of all axis labels.

**10.** Change the horizontal axis labels and the legend labels to 16 points as directed in step 9.

**11. SAVE** the presentation as ***Survey Final*** and **CLOSE** the file.

**LEAVE** PowerPoint open for the next project.

**Proficiency Assessments**

**Project 6-3: Visitors Welcome**

**You work in the Tourist Bureau for the town of Lucerne. As part of your regular duties, you compile a presentation that shows information on visitors. You have created a slide that shows visitors by age.**

**The chart needs some modification and formatting.**

**1. OPEN** the ***Tourists*** presentation.

**2.** Go to slide 2 and view the chart. The line chart type does not seem appropriate for the data.

**3.** With the chart selected, click the **Change Chart Type** button and select the **first chart in the Pie category**.

**4.** Apply **Layout 6** and **Quick Style 10**.

**5.** Click the outside border of the pie to select the entire pie and apply a bevel effect.

**6.** Reduce the width of the chart by dragging the right side of its frame about 1 inch to the left, and then center the chart horizontally on the slide by dragging it to the right.

**7.** Delete the chart title *Percent*.

**8.** Select the **legend** and apply a light-colored fill. (Change the color of the text if necessary to contrast well with the fill.) Apply a border around the legend.

**9.** Drag the legend about a quarter of an inch toward the pie, and then apply a bevel effect to the legend.

**10. SAVE** the presentation as ***Tourists Final*** and **CLOSE** the file.

**LEAVE** PowerPoint open for use in the next project.

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**Project 6-4: Free for All**

**You are a marketing consultant hired by Woodgrove Bank. The bank’s managers have asked you to determine which freebies customers would find most attractive when opening a new checking account. One of your assistants has created a chart of the survey results. You need to improve the look of the chart by editing the data and applying formats.**

**1. OPEN** the ***Freebies*** presentation.

**2.** Go to slide 2 and select the chart area.

**3.** Use the Format Chart Area dialog box to apply a gradient fill of your choice to the chart area.

**4.** Apply a border color and weight of your choice to the chart area.

**5.** Change the color of at least one of the data series. (You may change more than one or all colors if desired.)

**6.** Move the legend to the top of the chart. Then apply a new background fill for the legend and add a border to it.

**7.** Format the vertical axis to show numbers as percentages rather than decimal values.

**8.** Set the vertical axis scale to have a maximum value of 1 (100%).

**9.** Show data labels in percentages.

**10. SAVE** the presentation as ***Freebies Final*** and **CLOSE** the file.

**LEAVE** PowerPoint open for use in the next project.

**Mastery Assessments**

**Project 6-5: More Power**

**You are a financial analyst for City Power & Light. Senior managers have asked you to determine how much power sales increased from 2010 to 2011, based on customer types. You can compare rates of power sales using a bar chart.**

**1. OPEN** a new blank presentation and apply a theme of your choice.

**2.** Change the layout of the first slide to Title and Content, and type the slide title **2010–2011 Sales**.

**3.** Create a Clustered Bar chart, and type the following chart data:

Industrial Commercial Residential

2010 $3,010 $4,273 $5,777

2011 $2,588 $3,876 $4,578

**4.** Apply Layout 3 to the chart, and change the chart title to **Sales by Customer Type**.

**5.** Apply a Quick Style of your choice to the chart.

**6.** Add a horizontal axis title and type the axis title **In Millions**.

**7.** Change the size of the horizontal axis labels to 16-point.

**8.** Insert a border around the legend.

**9. SAVE** the presentation as ***Power Sales*** and **CLOSE** the file.

**LEAVE** PowerPoint open for use in the next project.

**Project 6-6: Patient Visits**

**You are a veterinarian hoping to attract investors to your clinic. You have created a chart to be used in a presentation for prospective investors. You want to show investors the reasons for patient visits during a given month, by percentage. You are not satisfied with your chart, however, so you want to improve it before the investor meeting.**

**1. OPEN** the ***Patients*** presentation.

**2.** In the chart worksheet, edit the values to become percentages (for example, change 38 to 0.38 and apply the Percent style).

**3.** Change the chart type from Bar to a 3D Pie Chart.

**4.** Apply a chart layout to add a legend and data labels. Delete the chart title if your layout added one.

**5.** Use the 3-D Rotation settings in the Format Chart Area dialog box to set the tilt of the pie to 0.1% so you can see the slices more clearly.

**6.** Apply a Quick Style, or change the fill of some or all of the pie slices.

**7.** Select the data labels and increase their size by one point size. Apply bold formatting.

**8.** With data labels still selected, open the Format Data Labels dialog box and specify a light fill for the labels and a border.

**9.** Change the fill color of the plot area, and apply a shadow effect to the plot area.

**10.** Apply the same fill and effect to the legend.

**11. SAVE** the presentation as ***Patients Final*** and **CLOSE** the file.